

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

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| 3. Dept., Division, Subdivision & Administering Office Address Department of Transit Operations Transportation Engineering and Evaluation 401 West Peachtree, N.W. 23rd Floor Atlanta, Georgia 30308 | | FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed AUG - 9 1977 77-247 AUG 15 1977 | |
| | | 1. Application | 2. Dept. Application No. |
| 4. Person to Contact Harold Bolt | | 5. Working Title Manager of Bus Scheduling | |
| | | 6. Telephone Number 586-5330 | |
| 7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 8. Dates of Series Earliest Latest Pre-MARTA Present | | 9. Records Series Title (followed by title used in office, if different) Routes Development File (Routes Files) | |
| 10. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>This Division researches, schedules and coordinates with the Transportation Division for all bus and rail services, both scheduled and Special Services such as Charter, Sight-seeing, Contract, E&H, Tripper, etc. This Division monitors the utilization of the services, reschedules for appropriate usage levels, and reports all resulting operational statistics. This Division has major responsibility for actualization of the Short-Range Transit Improvement Program, both capital and service elements. Also, TE&E represents DTO on most subject areas that require input from various responsibility areas, (for example, TMIS, Fare Collection, Rail Start-up, etc.) and performs all research dealing with operational subjects.</p> | | | |
| 11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <p>Documents relating to: Routing, timing, service, areas served, requests satisfied, city or county government permissions to operate on streets, complaints, and/or service changes for each route of the system.</p> <p>Included are: Letters to and from riders, local legislators, local municipal authorities; inter-office memos, notes on development rationale; any and all relevant material to the route as actually operated.</p> <p>File is arranged: By route-numbering system.</p> | | | |
| 12. Monthly Reference Rate How often are records referred to which are: One to six months old 20 ; Seven to twelve months old 20 ; Thirteen to twenty-four months old 10 ; twenty-five months and older 1 ? | | | |
| 13. Annual Rate of Accumulation of Records Letter-size drawers 1/2 ; Legal-size drawers ; Shelves ; Other (specify) | | | |

| YES | NO | 14. Questionnaire (Place an "X" in the proper column) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <input checked="" type="checkbox"/> | | a. Is this the official copy of the series? If not, where is it? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input checked="" type="checkbox"/> | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | c. Is this a vital record? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | d. Does this series have historical or long term research value? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input checked="" type="checkbox"/> | f. Is the information contained in this series ever published? If yes, attach copy. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input checked="" type="checkbox"/> | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input checked="" type="checkbox"/> | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input checked="" type="checkbox"/> | i. Is this series (or a major portion of it) regularly microfilmed? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input checked="" type="checkbox"/> | j. Does the record series result in a computer printout? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. Retention Requirements The following requires the series to be kept: <table border="0"> <tr> <td>a. State Law</td> <td>_____ years.</td> <td>d. Audit period</td> <td>_____ years.</td> </tr> <tr> <td>b. Statute of limitation</td> <td>_____ years.</td> <td>e. Administrative need</td> <td><u>10</u> years.</td> </tr> <tr> <td>c. Federal law</td> <td><u>10</u> years.</td> <td>f. Federal retention instructions</td> <td>_____ years.</td> </tr> </table> <p>Attach copy or excerpt of laws or regulations. Explain administrative need.</p> | | | a. State Law | _____ years. | d. Audit period | _____ years. | b. Statute of limitation | _____ years. | e. Administrative need | <u>10</u> years. | c. Federal law | <u>10</u> years. | f. Federal retention instructions | _____ years. | | | | | | | | | | | | | | | | | | | | |
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| c. Federal law | <u>10</u> years. | f. Federal retention instructions | _____ years. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: <p><input type="checkbox"/> Calendar Year; <input type="checkbox"/> Fiscal Year; <input checked="" type="checkbox"/> Other <u>Upon change of schedule</u> then,</p> <p><input type="checkbox"/> Hold in the current files area _____ month(s) _____ year(s); then</p> <p><input type="checkbox"/> Transfer to local holding area; hold _____ year(s); then</p> <p><input type="checkbox"/> Transfer to State Records Center; hold _____ year(s); then</p> <p><input type="checkbox"/> Destroy.</p> <p><input type="checkbox"/> Transfer to State Archives for permanent retention.</p> <p><input checked="" type="checkbox"/> Other (Specify) <u>Upon change of schedule, place in inactive file; cut off inactive file at end of each calendar year; hold in current files area 1 year; then transfer to Records Center; hold 9 years; then destroy.</u></p> <p>These instructions apply to all prior and future accumulations of the series.</p> <p>(Indicate briefly rationale for recommendations above/or write additional remarks):</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. APPROVALS <table border="0"> <tr> <td>Approved Department Records Management Officer</td> <td>Date</td> <td>Approved Legal Counsel</td> <td>Date</td> </tr> <tr> <td><i>William C. Galliey</i></td> <td><u>8/2/77</u></td> <td><i>Wayne Crowder</i></td> <td><u>8/3/77</u></td> </tr> <tr> <td>Approved Division Head/Designee</td> <td>Date</td> <td>Approved Division of Audit</td> <td>Date</td> </tr> <tr> <td><i>Michael C. York</i></td> <td></td> <td><i>William Carasick</i></td> <td><u>8/4/77</u></td> </tr> <tr> <td>Approved Department Head/Designee</td> <td>Date</td> <td>Approved Department of Archives and History</td> <td>Date</td> </tr> <tr> <td><i>Wm. C. Duff</i></td> <td><u>8/3/77</u></td> <td><i>Carroll Hart</i></td> <td><u>8-12-77</u></td> </tr> <tr> <td>Approved Records Management Analyst</td> <td>Date</td> <td>Approved MARTA Management Advisory Committee</td> <td>Date</td> </tr> <tr> <td><i>Douglas M. Haw</i></td> <td><u>7/29/77</u></td> <td></td> <td></td> </tr> </table> | | | Approved Department Records Management Officer | Date | Approved Legal Counsel | Date | <i>William C. Galliey</i> | <u>8/2/77</u> | <i>Wayne Crowder</i> | <u>8/3/77</u> | Approved Division Head/Designee | Date | Approved Division of Audit | Date | <i>Michael C. York</i> | | <i>William Carasick</i> | <u>8/4/77</u> | Approved Department Head/Designee | Date | Approved Department of Archives and History | Date | <i>Wm. C. Duff</i> | <u>8/3/77</u> | <i>Carroll Hart</i> | <u>8-12-77</u> | Approved Records Management Analyst | Date | Approved MARTA Management Advisory Committee | Date | <i>Douglas M. Haw</i> | <u>7/29/77</u> | | |
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